

Financial Administrator



Primary Objective

The Financial Administrator is a valued leader entrusted with ensuring accurate and effective operations that are critical to the overall success of the church's mission, reporting relevant information to Elders and Ministry Leaders to empower them for decision-making. Of greatest importance is the accurate and timely management of every aspect of the financial affairs of the church, including budgeting, contributions, expenditures, cash flow, long-term debt, reserves and all reporting related to each. Communication systems to ensure the flow of information hits all outlets consistently and accurately is critical to the mission of Fellowship and a core function of this role. In addition, the Administrator has some leadership roles such as overseeing facilities and campus grounds, including the activities, events and contracts related to their maintenance. The Administrator works closely with and reports to the Associate Pastor.

The primary measures of success for this role are: 1) The accurate handling and reporting of all financial data; 2) A system that fosters consistent, planned, and timely communication throughout all of Fellowship's channels; 3) The consistent, timely, and completed care and condition of the campus, including office equipment; 4) The effective execution of ministry by subordinate staff.

Responsibilities - The person in this role will focus on the following four priority areas:

Financial Management

1. Supervises and works closely with the Bookkeeper to develop and implement processes to ensure the accurate input and reporting of contributions and expenditures.
2. Works with ministry leaders to gather data in order to create an annual budget that meets the directives of the Elders.
3. Monitors daily cash flow, approves payables, signs checks.
4. Initiates monthly report of Budget v. Actual by ministry and the church overall.
5. Monitors debit card purchases and holds ministry leaders accountable to guidelines & processes.
6. Maintains multiple contribution venues.
7. Tracks and reports trends in attendance, contributors, contributions, and other measures as requested.
8. Researches and negotiates health insurance rates and renewals.
9. Prepares quarterly contribution statements for contributors.
10. Quarterly meets with FREE Team for the review of current budget, projections for next budget, and progress towards reduction of long-term debt.
11. Seeks out opportunities and suggests potential recipients of special offerings (Christmas & Easter) in conjunction with the Lead Team.
12. In general, this position owns, fully understands, and is able to articulate the current and projected condition of any area of financial stewardship of the church.
13. Negotiates, owns, and oversees all maintenance contracts related to campus facilities and office equipment.
14. Oversees and work closely with one part-time Bookkeeper
15. Leads or works closely with volunteer leadership team over Financial Peace University program
16. Oversees the process of assimilating first time givers, currently hand written notes.

Communication

17. Work with others to prioritize, phrase, and determine appropriate communication channel for all church announcements (bulletin, stage, website, social media, email, etc.). This includes keeping a master plan for communication showing how and what channels communication needs are being addressed.
18. Works with Admin Assistant or Graphics Designer to develop graphics, brochures, yard signs, or other communication needs.
19. Reviews and approves weekly bulletin.
20. Writes church-wide communication pieces, including weekly events email, quarterly giving letters, and other communication and information.

Financial Administrator

Leadership

21. Consistently reflects the leadership culture of the church:
 - Lives out an attitude of servanthood, elevating appropriate needs of others above self
 - Quickly responds to requests for information and assistance, promptly providing it or stating when it can be provided, and then delivering as promised
 - Follows through on commitments, meets deadlines or negotiates any delay ahead of time.
 - Leads by example, striving to live out the Values of the church.
 - Strives to maintain a work/life balance that honors family as well as ministry obligations
 - Is constantly learning, formally and informally (often from the constructive input of others besides supervisor). Is teachable.
22. Provides leadership, direction, and care for the following paid staff, empowering and encouraging them according to each one's needs in order to produce their best work, and which meets the expectations of their role
 - One part-time Bookkeeper
 - One full-time facilities maintenance man
23. Builds teams. Identifies and invites others into volunteer team ministry within your areas of responsibility. Invests in their development, empowers them, and encourages them to carry out ministry. Identifies potential new leaders.

Facilities / Campus Maintenance

24. Supervises maintenance staff to develop and implement processes to ensure facility and grounds are kept in good condition, are ready for ministry activities, and reflect the beauty and welcoming culture of the church. Defines spending boundaries within maintenance staff's discretion, and reviews and approves projects above that.
25. Works with Landscape Team to develop and implement processes to ensure grounds are kept in good condition, and reflect the beauty and welcoming culture of the church. Defines spending boundaries within Landscape Team's discretion, and reviews and approves projects above that.

Qualifications

1. Must be a believer in Jesus Christ, mature in faith and practice, and in agreement with Fellowship's doctrinal beliefs and ministry model.
2. Must have a Bachelor's Degree in Finance, Accounting, or equivalent field.
3. Prefer at least three years' experience in a finance or accounting paid position, with demonstrated competency in budgeting, expense forecasting, cash flow, and tracking trends.
4. Must be a detail-oriented, task driven person with the ability to plan and execute a project from start to finish.
5. Ability to recruit, build and deploy effective paid and unpaid teams to accomplish the mission. Ability to coach others on how to be strong leaders and coaches of others.
6. Ability to manage contractors, vendors and salespersons.
7. Strong written and spoken communication skills.